Missouri Department of Revenue



TAX GUIDE



FOR CITIES
AND COUNTIES

RECENTLY ENACTED LOCAL TAXES

If you have recently passed a local sales or use tax, notify the Department of Revenue within ten days after the adoption of any ordinance or order in favor of adopting a local tax. Send the following documents by registered or certified mail:

- ❖ A certified copy of the ordinance or order, and
- ❖ A **certified** copy of the election results

Once the department receives notification of any tax increase, we will add the tax rate to the records of each business with a location within the city or county. We will also notify the businesses of the rate change and its effective date.

A new local sales tax becomes effective on the first day of the second calendar quarter following notification to the Department of Revenue, except for reimpositions of existing taxes, which become effective on the first day of the first calendar quarter following notice to the department.

A city or county may impose the local option use tax if a local sales tax is imposed. The local option use tax must be imposed at a rate equal to the rate of the local sales tax in effect, and will automatically be reduced or raised according to changes in the sales tax rate. Local option use tax becomes effective on the first day of the calendar quarter that begins at least forty-five (45) days following notification to the Director of Revenue.

ANNEXATIONS

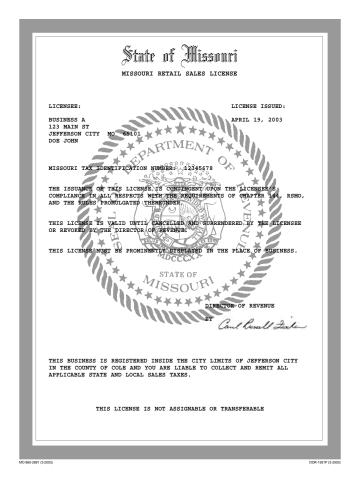
If your city approved an annexation, send us:

- ❖ A map detailing the new boundaries;
- A list of any businesses located in the newly annexed area, their addresses and the Missouri Tax ID # if available;
- ♦ Notification of annexations for cities in St. Louis County should also include a population count;
- The effective date of the annexation. The ordinance should reflect an effective date that gives the department time to implement the change.

This information is required by law and is also necessary for the department to notify affected businesses of any change in the tax rate as a result of the annexation. Tax rates for annexed businesses are effective the first day of the calendar month following notification to the department and the first day of the second calendar month if notification is received after the 15th of the month. The department will issue a new tax license to each annexed business.

LOCAL LICENSE ISSUANCE AND RENEWALS

It is in your interest to properly identify the businesses in your area. If the business is improperly coded, your city or county will not receive the proper amount of sales tax revenue. One way you can help to ensure a business is properly coded to collect and remit the proper taxes is to verify the information on the business' license is correct before issuing a merchant's or occupational license. A city or county may require a new business to provide a copy of its retail sales tax license to verify the correct tax identification number and location. Requiring the business to provide a tax number is not sufficient because the business may have a valid tax number, but not have a location registered in your political subdivision. See the sample Missouri Retail Sales License below.



If you discover a business is improperly coded, notify both the business and the Department of Revenue. When notifying the department, include the name of the business, Missouri Tax ID number, street address, mailing address and correct taxing jurisdiction of the business. This information should be sent to Division of Taxation and Collection, Central Registration, P.O. Box 3300, Jefferson City, MO 65105-3300 or fax (573) 522-1722.

You can ensure businesses within a city or county file and pay all taxes due, including local taxes collected by the department, by requiring businesses within their political subdivision to remain current on sales tax in order to renew local merchants' licenses. The department has developed a program to facilitate this requirement.

Here's how the program works:

The city or county generally enacts an ordinance requiring businesses to be current on their sales tax payments as a condition for renewing merchants' licenses.

- The city or county completes Form 4379A, Request For Information of Local License Renewal Current/Delinquent Records.
- Prior to the city or county's merchant license renewal period, the department notifies each delinquent business it must pay all sales tax delinquencies before the city or county will renew its license. The notification includes the business' statement of account.
- ❖ The department provides a list of all delinquent taxpayers and a list of all fully paid accounts to the city or county.
- The city or county renews the merchant's license to businesses on the fully paid list according to its normal procedure.
- ❖ The city or county requires each business on the delinquent list to provide a department issued "Certificate of No Tax Due" before issuing that business a merchant's license. In order to receive a "Certificate of No Tax Due", the business must either pay all outstanding delinquent taxes or enter into a formal agreement with the department.

MISSOURI DEPARTMENT OF REVENUE REQUEST FOR INFORMATION OF LOCAL LICENSE RENEWAL CURRENT/DELINQUENT RECORDS	FORM 4379A (REV. 10-2002)			
The political subdivision of Sections 32.057 and 144.121, RSMo, formally requests to inspec tration, collection and enforcement of its sales and requires all in Revenue before renewing their business license. We request that will be required to present a statement of No Tax Due in order accounts and a report of all delinquent accounts within our jurisdic	nerchants to be curre t your office notify all of to review their busine	records reques nt in the payme delinquent taxpo	sted below per ent of all sales ayers within o	s tax to the Director of ur jurisdiction that they
	Date		Reports in: Account Or	der 🗆
Merchants must renew licenses by	Date TITLE		Alphabetica	al Order 🗆
PHONE ()	FAX ()			
As chief executive of this political subdivision, I authorize and perform the inspection or audit on behalf of the political subdivision and 32.057, RSMo pertaining to the strict confidentiality of all regranted.	ion. We have reviewe cords of the Missouri	d and will com Department of	ply with Section	ons 144.121, 144.122,
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STREET				
ary	STATE		ZIP CODE	
ony		d Collection, I		6, Jefferson City, Mo
Mail completed form to: Missouri Department of Revenue, Di. 65105-3666 or fax to: (573) 522-1160.				6, Jefferson City, MC

Form 4379A, Request for Information of Local License Renewal Current/Delinquent Records, is available to political subdivisions wanting to participate in the program. When the city or county sends a completed Form 4379A to the department, we will maintain the form and prepare the reports and letters at the specified time. A chief executive of the political subdivision is required to authorize and confirm the individual(s) receiving and inspecting the reports. The form must be notarized and signed by the chief executive and the individuals

receiving the information. Form 4379A must be completed each year if the city or county wishes to participate.

If you have questions regarding this program, please contact the Division of Taxation and Collection, P.O. Box 3666, Jefferson City, MO 65105-3666, fax (573) 522-1160 or call (573) 751-9268.

LOCAL SALES AND USE TAX COLLECTION AND DISTRIBUTION

The department distributes all local sales and use tax by the 10th day of the month following the month in which the department processed the tax return.

Sales taxes are collected by retailers on sales of tangible personal property and certain taxable services. The sales tax rate is determined by the location of the retail business and is comprised of the state rate of 4.225% plus any local taxes imposed by the city and/or county. The department identifies each business location with a city code (if the business is inside city limits) and a county code. These codes help us properly assess and collect the correct sales tax rate. For example, the city code for Columbia is 15670 and the county code for Boone County is 019. These codes appear on each business' sales tax returns.

Factors such as a business' filing frequency and varying due dates will affect the size of each distribution. For the first two months of a calendar quarter, monthly returns are due (required to be postmarked) by the 20th of the following month. Monthly returns for the last month of a quarter and quarterly returns are due the last day of the following month. Annual returns are due January 31. For example, December's returns are not due from taxpayers until January 31. As a result, the majority of returns are processed in February, then distributed in March. Likewise, January's returns are due to the department on February 20 and a significant portion of those returns will be processed in February and therefore also distributed in March. The Distribution Flow Chart on the following page illustrates the distribution process.

Each month, many positive and negative transactions occur that will also impact local distribution. The Impacts on Tax Distribution Chart on the following page illustrates both positive and negative transactions.

One percent of all local money is deposited to the State's General Revenue Fund for collection costs.

To provide better service and less expense to the cities and counties, the Department of Revenue will send the sales/use tax distribution moneys via ACH (Automated Clearing House) transfer. In the event your bank is a nonparticipating bank (cannot accept the ACH transfer), you must provide the Department of Revenue with a letter from the nonparticipating bank indicating such. Under these circumstances, the department will wire transfer your sales/use tax distribution moneys.

The department must receive the new or revised completed agreement on or before the 15th day of the month prior to the effective date. This will permit sufficient time to process the agreement.

DISTRIBUTION FLOW

MONTHLY REPORTING	QUARTERLY REPORTING	ANNUAL REPORTING			
Tax Collected by Retailers	Tax Collected by Retailers	Tax Collected by Retailers			
(TAXABLE SALES OVER \$12,500)	(TAXABLE SALES OF \$375 TO \$12,500)	(TAXABLE SALES UNDER \$375)	DUE DATE TO DOR	MONEY RECEIVED & PROCESSED BY DOR	DISTRIBUTED TO CITIES & COUNTIES
JAN			FEB 20	FEB	MAR
FEB			MAR 20	MAR	APR
MAR	1ST QUARTER		APR 30	MAY	JUN
APR			MAY 20	MAY	JUN
MAY			JUN 20	JUN	JUL
JUN	2ND QUARTER		JUL 31	AUG	SEP
JUL			AUG 20	AUG	SEP
AUG			SEP 20	SEP	OCT
SEP	3RD QUARTER		OCT 31	NOV	DEC
OCT			NOV 20	NOV	DEC
NOV			DEC 20	DEC	JAN
DEC	4TH QUARTER	ANNUAL FILER	JAN 31	FEB	MAR

IMPACTS ON TAX DISTRIBUTION

Positive Transactions	Negative Transactions
Original return or additional return from taxpayer	Amended return for valid exemption claims (farmers, resale, manufacturer)
Payment of balance due from an underpaid return	Amended return for sales to non-profit organizations
Bond applied to underpaid account	
Amended return correcting invalid location (location moved from outside to inside city limits)	Amended return correcting invalid location (inside city changed to outside city or to another city)
Return processed as a result of an audit (additional amount due)	Return processed as a result of an audit (refund)
Amended return moving use tax to sales tax	Amended return moving sales tax to use tax

St. Louis County Sales Taxes:

St. Louis County has unique laws governing its sales tax distributions. There are 101 incorporated cities in St. Louis County. The sales tax rate in St. Louis County is composed of some county-wide taxes plus some individual city sales taxes. The county-wide taxes and some of the individual taxes are distributed by the department to the county government for further distribution to the cities. Some individual city sales taxes are distributed by the Department of Revenue directly to the city.

St. Louis County has several unique distribution formulas. One is for the one percent county-wide sales tax where cities are either in "Group A" or "Group B". Group A cities receive sales tax revenues based on point of sales, while Group B cities

share a "pool" based on population. The county government handles this distribution.

St. Louis County Capital Improvement sales taxes enacted under Section 94.890, RSMo, are distributed directly by the department. Cities must select either "Option 1" or "Option 2" for distribution purposes. In Option 1, 85 percent of the sales tax collected goes to the city enacting the tax and the remaining 15 percent is placed in a "pool". In Option 2, cities' collections are deposited 100 percent to the "pool". The "pool" is then distributed to the Option 2 cities based on population.

	LOCAL TAX STATUTES	
STATUTE	TYPE OF TAX	RATE
66.600 – 66.630	ST LOUIS COUNTY TAX	1%
67.230	EXCELSIOR SPRINGS PUBLIC SAFETY SALES TAX	UP TO 1/2%
67.391 – 67.395	COUNTY ANTI-DRUG	1/4%
67.484	ST LOUIS COUNTY LOCAL USE TAX (144.757)	
67.500 – 67.545	COUNTY SALES TAX (ALL EXCEPT ST LOUIS COUNTY)	1/4, 3/8, 1/2%
67.547	COUNTY SALES TAX (ALL)	1/8, 1/4, 3/8, 1/2%
67.548	USE OF 67.547 IN CLAY & PLATTE COUNTIES	1/4, 3/8, 1/2%
67.571	MUSEUM/FESTIVAL SALES TAX (BUCHANAN COUNTY)	UP TO 2/10%
67.581	ST LOUIS COUNTY ADDITIONAL SALES TAX	275/1000%
67.582	COUNTY LAW ENFORCEMENT (ALL EXCEPT ST LOUIS & JACKSON COUNTIES)	1/4, 3/8, 1/2%
67.583	COUNTY EMPLOYMENT BENEFIT SALES TAX (ST FRANCOIS COUNTY)	1/8%
67.584	JEFFERSON COUNTY LAW ENFORCEMENT SALES TAX	UP TO 1/2%
67.671 – 67.685	COUNTY TOURISM SALES TAX	UP TO 7/8%
67.700 – 67.727	CAPITAL IMPROVEMENTS TAX (ALL)	1/8%, 1/4, 1/5, 3/8, 1/2%
67.729	STORM WATER SALES TAX (ALL EXCEPT ST LOUIS COUNTY)	1/10%
67.730 – 67.739	JACKSON COUNTY CAPITAL IMPROVEMENTS SALES TAX	1/4, 3/8, 1/2%
67.782	BOLLINGER & CAPE GIRARDEAU COUNTIES RECREATION SALES TAX	1%
67.799	REGIONAL RECREATION DISTRICT	UP TO 1/2%
67.1300	ECONOMIC DEVELOPMENT SALES TAX	CO - 1/2%, CITY - 1%
67.1545	CITY COMMUNITY DEVELOPMENT DISTRICTS	1/8, 1/4, 3/8, 1/2%
67.1700 – 67.1713	COUNTY METROPOLITAN	1/10%
67.1775	COMMUNITY SERVICES FOR CHILDREN SALES TAX (ALL)	UP TO 1/4%
67.1922 – 67.1940	COUNTY WATER QUALITY SALES TAX	UP TO 1 1/2%
67.1950 – 67.1979	TOURISM COMMUNITY ENHANCEMENT DISTRICT	UP TO 1%
67.2000	EXHIBITION CENTER AND RECREATIONAL FACILITY DISTRICT	UP TO 1/2%
67.2030	CITY TOURISM TAX (CITY OF WESTON)	UP TO 1/2%
70.500 – 70.510	KANSAS - MISSOURI METROPOLITAN CULTURE DISTRICT	1/4%
92.400 – 92.421	KANSAS CITY PUBLIC MASS TRANSPORTATION SALES TAX	1/2%
94.413	STORM WATER (CITIES WITH POPULATION OF MORE THAN 100,000)	1/10%
94.500 – 94.550	CITY SALES TAX	1/2, 7/8, 1%
94.577	CAPITAL IMPROVEMENTS TAX (ALL EXCEPT ST LOUIS COUNTY CITIES)	1/8, 1/4, 3/8, 1/2%
94.580	CITY FLOOD RELIEF SALES TAX	1/8, 1/4, 3/8, 1/2%
94.600 – 94.655	TRANSPORTATION SALES TAX (KANSAS CITY, ST LOUIS CITY AND COUNTY)	1/2%
94.660	TRANSPORTATION SALES TAX (ST LOUIS CITY AND COUNTY)	1/2%
94.700 – 94.755	TRANSPORTATION SALES TAX (ALL EXCEPT KANSAS CITY, ST LOUIS CITY & CO.)	1/2%
94.850 – 94.857	SPECIAL MUNICIPAL SALES TAX (ST LOUIS COUNTY CITIES)	1/8, 1/4%
94.890	ST LOUIS COUNTY CITIES CAPITAL IMPROVEMENT SALES TAX	1/2%
94.1000	ST LOUIS MEDICAL INDIGENCE SALES TAX	1/8, 1/4, 3/8, 1/2,
		5/8, 3/4, 7/8, 1%
94.1008	KIRKSVILLE ECONOMIC DEVELOPMENT SALES TAX	1/4, 1/2. 3/4, 1%
94.1010	CITY ECONOMIC SALES TAX (JEFFERSON CITY ONLY)	1/8, 1/4. 3/8, 1/2, 3/4, 1%
162.1100	ST LOUIS CITY DESEGREGATION	2/3%
190.335 – 190.337	COUNTY EMERGENCY SERVICES SALES TAX (ALL)	UP TO 1%
221.407	REGIONAL JAIL DISTRICT	1/8, 1/4, 3/8, 1/2%
238.236	TRANSPORTATION DEVELOPMENT DISTRICT SALES TAX	1/8, 1/4, 3/8, 1/2%
238.410	ST CHARLES COUNTY TRANSIT AUTHORITY SALES TAX	UP TO 1%
321.242	CITY FIRE PROTECTION DISTRICT	UP TP 1/4%
321.246	SNI VALLEY FIRE PROTECTION DISTRICT	UP TO 1/2%
321.552 – 321.556	AMBULANCE/FIRE PROTECTION DISTRICT	UP TO 1/2%
644.032 - 644.033	STORM WATER/LOCAL PARKS (ANY CITY OR COUNTY)	UP TO 1/2%
644.034	WASTE WATER & WATER POLLUTION ABATEMENT SALES TAX	UP TO 1/4%
If you have questions	or problems concerning city or county tax issues please write Division of Taxation and	Collection PO Roy 3380

If you have questions or problems concerning city or county tax issues please write Division of Taxation and Collection, P.O. Box 3380, Jefferson City, MO 65105-3380, telephone (573) 751-4876, fax (573) 522-1160 or email salesuse@dor.mail.state.mo.us.

ANNUAL REPORT

The department provides one annual registration and financial report to each city and county free of charge. The annual report reflects information from the current July to June period and consists of two parts. The first part lists the businesses registered within the city or county's jurisdiction, including the business MITS number and the business address. The other part consists of a detailed financial report from these businesses. Due to confidentiality, each local government must complete Form 4379 annually. This form is available online at www.dor.state.mo.us/tax/forms/sales.

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You may also request to receive this detailed information more frequently by indicating the frequency (monthly, quarterly, semi-annually or annually) on Form 4379. The department charges the city or county a fee covering the cost of producing the additional reports. Please contact the department for current cost. This report is available in a variety of media and also must be requested annually using Form 4379.

STATE TAX AND FEE DISTRIBUTION

The department distributes a portion of three state taxes or fees to cities and counties, on a monthly basis, generally by the twentieth of each month.

Motor Vehicle Sales Tax:

The department distributes an allocation of the state three percent sales tax collected statewide on motor vehicles to each city and county. By law, fifty percent of all proceeds from the state sales tax on motor vehicles, trailers, motorcycles, mopeds and motortricycles is dedicated to highway and transportation use and is distributed ten percent to counties, fifteen percent to the cities, one percent to the state transportation fund and seventy-four percent to the state road fund.

Cities receive their allocation of the three percent state sales tax on motor vehicles based on population. The last federal decennial census is used for this calculation.

Counties receive their allocation of the three percent state sales tax on motor vehicles based fifty percent on road mileage percentage and fifty percent on rural land valuation.

Motor Fuel Tax (Gasoline Tax):

Each city and county receives a distribution from the amount of fuel tax collected statewide. By law, net proceeds of the tax are apportioned between counties, cities and the state as follows: ten percent to the counties, fifteen percent to the cities and seventy-five percent to the state. Effective July 1, 1994, an additional five percent of any increased tax rate is deposited to the County Aid Road Trust (CART) Fund, with five percent of the additional five percent distributed to St. Louis City.

Cities receive their distribution of the state fuel tax based on population. The last federal decennial census is used for this calculation.

Counties receive their distribution of the state fuel tax based fifty percent on county road mileage and fifty percent on the rural land valuation.

Motor Vehicle Fee Increases:

Each city and county receives a distribution from the increased motor vehicle fees collected statewide. These fees are state license fees and taxes on motor vehicles, trailers, motorcycles, mopeds and motortricycles that have been increased by law since 1979. The amount is distributed ten percent to the counties, fifteen percent to the cities and seventy-five percent to the state road fund.

Cities receive their distribution of the increased fees based on population. The last federal decennial census is used for this calculation.

Counties receive their distribution of the increased fees based fifty percent on county road mileage and fifty percent on rural land valuation.

FINANCIAL INSTITUTION TAXES

Annually, banks and other financial institutions pay a tax to the Department of Revenue. The tax rate is seven percent of net income.

As established by Missouri law, §148.080 and §148.670, RSMo, the total amount of tax collected, less a two percent collection fee, is returned to the county treasurer of the county in which the financial institution is located. Along with this payment is a statement of the exact amount due each political subdivision in the county. Political subdivision includes any sewer district, fire district, library district, ambulance district, etc. that had a property tax rate levy. A "group combo" is the specific combination of political subdivisions in which each financial institution is located. The amount due each political subdivision is determined by applying the local property tax level to the total property tax levy for the "combo" area.

This distribution occurs annually, in December, with interest earned in the fund over the year distributed in January.